

# **National Acquisitions' Center's**

Vendor Pricelist creation and update tool guideline

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## **Contractor:**

The contractor is an entity that is doing business with the Department of Veterans Affairs under the Federal Supply Schedule or National Contracts Programs. The contractor is establishing or has an established contract and is going to have its pricelist displayed electronically, or wishes to update this current electronic version.

There are two processes the vendor can follow. The first is to establish a pricelist on the FSS VA database. The second process is for updating or modifying items to an existing VA FSS pricelist.

## A. Electronic pricelist creation:

### Step 1:

The assigned contracting officer will email the contractor a spreadsheet template for uploading the pricelist into the database.

In compliance with NAC business policy, the vendor must submit an electronic pricelist where all fields are mandatory. (See Figure Below)

The screenshot shows a Microsoft Excel spreadsheet titled "Microsoft Excel - Template.xls". The spreadsheet is a pricelist template with the following columns: A (SIN), B (Catalog Number), C (Product Description), D (FSS Price), E (UOM Priced), F (Unit of Sale UOM), G (Number of Inner Packs), H (Inner Pack UOM), I (Number of Base Packs), J (Base Pack UOM), and K (Qty within Base Pack). The rows are numbered 1 through 23. The status bar at the bottom shows "Ready" and "NUM".

	A	B	C	D	E	F	G	H	I	J	K
	SIN	Catalog Number	Product Description	FSS Price	UOM Priced	Unit of Sale UOM	Number of Inner Packs	Inner Pack UOM	Number of Base Packs	Base Pack UOM	Qty within Base Pack
1											
2											
3											
4											
5											
6											
7											
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23											

(Important: Do not link this sheet or any cells of this sheet to sources at the vendor location. Additionally when copying information into the cells, paste with "value only" normal paste can include formulas which will cause problems when importing)

The Unit of Measure procedure is outlined in the following example:

The screenshot shows a Microsoft Excel spreadsheet titled "Example Sample.xls". The spreadsheet contains a table with 12 columns (A-K) and 10 rows (1-10). The table headers are as follows:

	A	B	C	D	E	F	G	H	I	J	K
1	SIN	Catalog Number	Product Description	FSS Price	UOM Priced	Unit of Sale UOM	Number of Inner Packs	Inner Pack UOM	Number of Base Packs	Base Pack UOM	Qty Within Base Pack
2	A-13a	5711100	GLOVE SURGEON STERILE LATEX POWDER BEADED CUFF 5.5	82.80	CA	CA	10	BX	100	EA	1
3											
4	Above shows a case of gloves 1000 in total.										
5											
6	A-12	1234	Wheelchair	350.00	EA	EA	1	EA	1	EA	1
7											
8	Above shows a single wheelchair sold at one price and only need to purchase one for that price										
9											
10											

When completing columns “F” through “K”, read the table below to identify what should be entered.

Column Title	Parameter of Entry
Unit of Sale UOM	Unit of measure identifying the minimum purchase size to obtain the FSS price, and or how the item is shipped. i.e. For an item priced at EA, but must buy a CA to obtain that price, the entry would be CA in column “F”.
Number of Inner packs	Number of items inside the Unit of Sale UOM found in column “F”.
Inner Pack UOM	Type of Unit of Measure inside the Unit of Sale UOM example CA put in column “F” then column “H” can contain a BX (Box) or PK (Package) or other things less than a CA (Case).
Number of Base Packs	Number of items found in the UOM of column “H”.
Base Pack UOM	Unit of measure found inside one of the UOM’s found in column “H”.
Qty Within Base Pack	The number of items, or the product description, that are in the UOM in column “J”.

Column Title	Parameter of Entry
Unit of Sale UOM	Unit of measure identifying the minimum purchase size to obtain the FSS price, and or how the item is shipped. i.e. For an item priced at EA, but must buy a CA to obtain that price. The entry would be CA in column “F”
Number of Inner packs	Number of items inside the Unit of Sale UOM found in column “F”
Inner Pack UOM	Type of Unit of Measure inside the Unit of Sale UOM example CA put in column “F” then column “H” can contain a BX (Box) or PK (Package) or other things less than a CA (Case)
Number of Base Packs	Number of items found in the UOM of column “H”
Base Pack UOM	Unit of measure found inside one of the UOM’s found in column “H”
Qty Within Base Pack	The number of items, or the product description, that are in the UOM in column “J”

To ensure selection of the proper “UOM” the contractor can click on the tab labeled “Unit of Measures Descriptions” this lists shows acceptable “Unit of Measure” for entry into the VA system. (See list below)

	A	B	C	D	E	F	G	H	I	J
1	Accepted Code	Definition								
2	BG	Bag								
3	BO	Bottle								
4	BX	Box								
5	CA	Case								
6	CR	Cartridge								
7	CT	Carton								
8	DI	Dispenser								
9	DZ	Dozen								
10	EA	Each								
11	FT	Foot								
12	GA	Gallon								
13	KT	Kit								
14	LB	Pound								
15	PC	Piece								
16	PK	Pack								
17	PR	Pair								
18	QT	Quart								
19	RF	Refill								
20	RL	Roll								
21	RM	Ream								
22	SH	Sheet								
23	SL	Sleeve								
24	ST	Set								
25	TB	Tube								
26	TT	Test								
27	TU	Tub								
28	UN	Unit								
29	VI	Vial								
30	YD	Yard								

Note: All UOM's are two letter alpha codes Example "EA" or "CA" not "EACH" or "CASE" respectfully.

## Step 2:

Once the vendor has all items on the spreadsheet and all fields are filled, the vendor returns the completed sheet to the VA Contacting Officer. The sheet will be reviewed to ensure all appropriate values are in the correct location.

If all fields are correct, the Contracting Officer will forward the sheet to the database team for uploading into the database.

Note: Only approved and awarded items are to be submitted on the spreadsheet.

## B. Electronic pricelist modification:

### Step1

Whenever the contractor desires to institute a change to their pricelist the contractor must contact their respective Contracting Officer to obtain the latest electronic version of their pricelist. The contractor may delete items, change descriptions, change part numbers, or change prices. The adjustments are done on the tab called "CHANGES." If the contractor wants to add items, this is accomplished under the tab marked "Additions". See the figure below.

### Modifications

Index (Do Not Alter)	Contract Number	SIN	Catalog Number	Product Description	FSS Price	UOM	Unit of Sale UOM	Number of Inner Packs	Inner Pack UOM	Number of Base Packs	Base Pack UOM	Qty Within Base Pack	Removed (Enter 1)
2	3729264	4437a	A-26a 2449	"Underpad, Incontinent, 34x36 Reusable, ""The Stabilizer"	150	DZ	BX	1	DZ	12	EA	1	
3	3729269	4437a	A-33b 3050170	"Cape, Mamography, Teal"	113.36	DZ	BX	1	DZ	12	EA	1	
4	3729265	4437a	A-33b 3050200	"Cape, Mamography, Dusty Rose"	113.36	DZ	BX	1	DZ	12	EA	1	
5	3729268	4437a	A-33b 3050260	"Cape, Mamography, Royal Blue"	113.36	DZ	BX	1	DZ	12	EA	1	
6	3729270	4437a	A-33b 3050350	"Cape, Mamography, Purple"	113.36	DZ	BX	1	DZ	12	EA	1	
7	3729266	4437a	A-33b 3050601	"Cape, Mamography, Ceil Blue Print"	113.36	DZ	BX	1	DZ	12	EA	1	
8	3729267	4437a	A-33b 3050630	"Cape, Mamography, Pastel Print"	113.36	DZ	BX	1	DZ	12	EA	1	
9	3729274	4437a	A-33b 3098170	"Gown, Mothers, Teal"	114.31	DZ	BX	1	DZ	12	EA	1	
10	3729271	4437a	A-33b 3098200	"Gown, Mothers, Dusty Rose"	114.31	DZ	BX	1	DZ	12	EA	1	
11	3729275	4437a	A-33b 3098350	"Gown, Mothers, Purple"	114.31	DZ	BX	1	DZ	12	EA	1	
12	3729272	4437a	A-33b 3098601	"Gown, Mothers, Ceil Bl Prt"	114.31	DZ	BX	1	DZ	12	EA	1	
13	3729273	4437a	A-33b 3098630	"Gown, Mothers, Pastel Print"	114.31	DZ	BX	1	DZ	12	EA	1	
14	3729276	4437a	A-33b 3104100P	"Gown, Patient, Ovp.Back, Lt. Blue"	51.35	DZ	BX	1	DZ	12	EA	1	
15	3729277	4437a	A-33b 3104600P	"Gown, Patient, Ovp.Back, Blue Print"	51.35	DZ	BX	1	DZ	12	EA	1	
16	3729278	4437a	A-33b 3104940E	"Gown, Patient, Ovp.Back, Lt. Green"	56.6	DZ	BX	1	DZ	12	EA	1	
17	3729279	4437a	A-33b 3104950E	"Gown, Patient, Ovp.Back, Lt. Blue"	56.6	DZ	BX	1	DZ	12	EA	1	
18	3729280	4437a	A-33b 3104960	"Gown, Patient, Ovp.Back, White Print"	56.6	DZ	BX	1	DZ	12	EA	1	

When the contractor is making modifications to the existing pricelist, the contractor can change any field with exception of the "Index (Do Not Alter)" or "Contract Number".

### Price changes:

Prices can be decreased as well as increased by finding the catalog number for the affected item, moving the cursor to the column labeled "FSS Price" and typing over the current price with the desired price.



#### Item changes:

The vendor can change the catalog number, product description, unit of measure, or quantity sold of an item by locating the catalog number for the affected item and affecting the change to the catalog number, or product description. When changing the quantity of an item, the vendor must make the changes to the fields “Number of Inner Packs’ and/ or the field “Number of Base Packs” or the field “Qty within Base Pack” to make a change to the number of items sold at the FSS price listed.

#### Item Deletions:

A vendor wishing to remove an item from an existing pricelist can do so by locating the catalog number for the affected item, moving to the column titled “Removed (Enter 1)” and placing a “1” (Not the word “one”) in line with the corresponding catalog number that the vendor wishes to have removed. On import, the system will remove the item from display in the database.

**Note: When the contractor places changes on this sheet it does not constitute a change to the contract until the CO confirms that the changes are acceptable in writing via a bilateral modification. (Document which is signed by the Contracting Officer and the Contractor)**

Additions:

	A	B	C	D	E	F	G	H	I	J	K
	SIN	Catalog Number	Product Description	FSS Price	UOM Priced	Unit of Sale UOM	Number of Inner Packs	Inner Pack UOM	Number of Base Packs	Base Pack UOM	Qty within Base Pack
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17											
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19											
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22											
23											

When a contractor wishes to add items to their existing contract, the vendor must be on the “Additions” tab. All fields are mandatory in order for these items to be uploaded into the database.

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- A: SIN
- B: Catalog Number
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- D: FSS Price
- E: UOM Priced
- F: Unit of Sale UOM
- G: Number of Inner Packs
- H: Inner Pack UOM
- I: Number of Base Packs
- J: Base Pack UOM
- K: Qty Within Base Pack

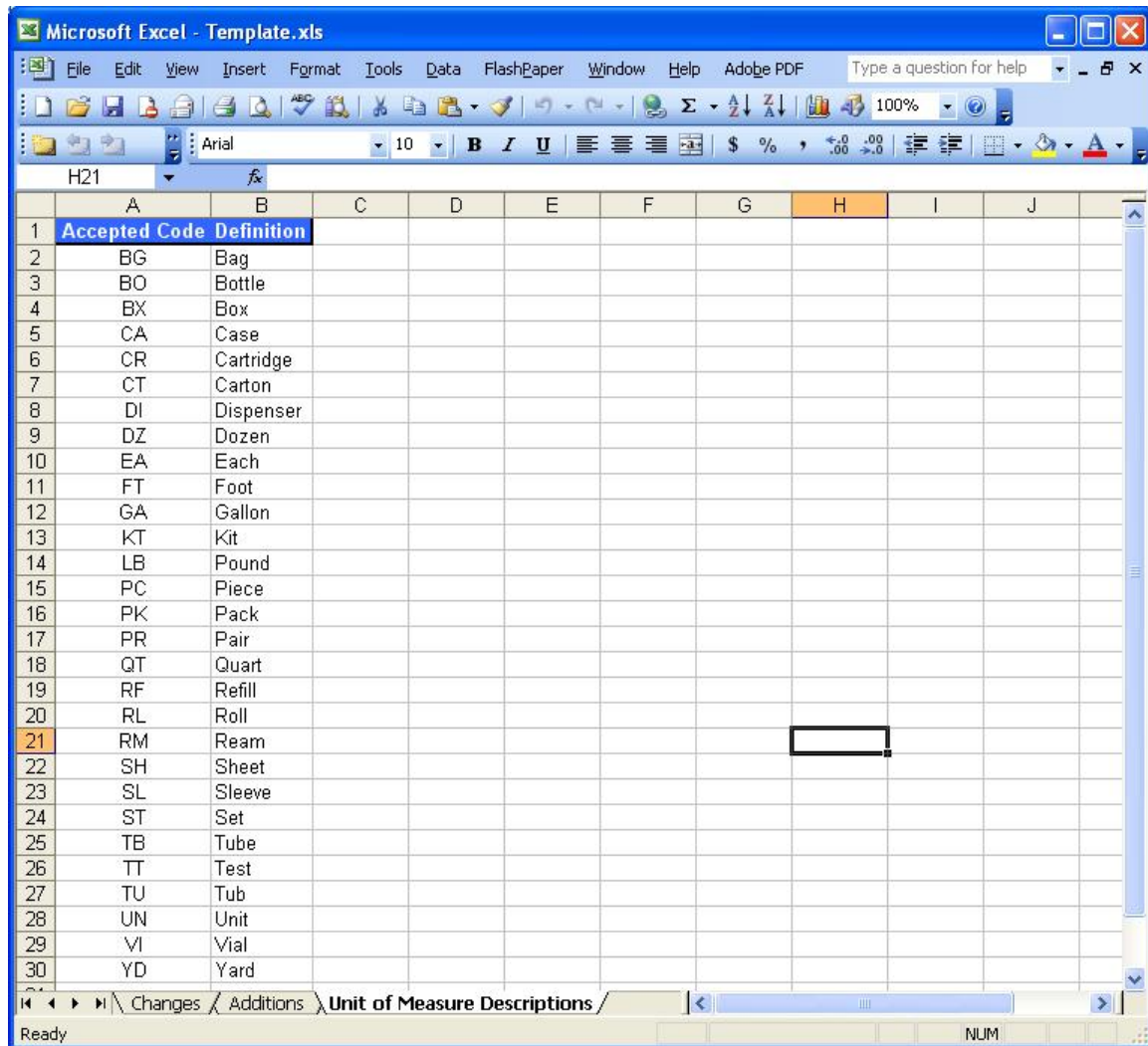
The data rows are as follows:

	A	B	C	D	E	F	G	H	I	J	K
1			GLOVE SURGEON STERILE LATEX POWDER BEADED CUFF 5.5	82.80	CA	CA	10	BX	100	EA	1
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4	Above shows a case of gloves 1000 in total.										
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6	A-12	1234	Wheelchair	350.00	EA	EA	1	EA	1	EA	1
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29	VI	Vial								
30	YD	Yard								

Note: All UOM’s are two letter alpha codes Example “EA” or “CA” not “EACH” or “CASE” respectfully.

**Note: When the contractor places changes on this sheet it does not constitute a change to the contract until the CO confirms that the changes are acceptable in writing via a bilateral modification. (Document which is signed by the Contracting Officer and the Contractor)**

## Step 2

Prior to the acceptance of the modification request the contractor must return a completed pricelist/ spreadsheet to the Contracting Officer for review.